

Lancing Parish Hall
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To: **Members of Finance & General Purposes Committee**

CLRs:- Carol Albury, Douglas Bradley, Clive Burghard, Lee Cowen, Geoff Patmore, Gina Scotting and Jean Turner.

Ex-Officio members, Cllr Gloria Eveleigh, Parish Chair and Cllr Mick Clark, Parish Vice-Chair

To: **Other Councillors for information**

Notice is hereby given that you are required to attend the meeting of the Finance and General Purposes Committee which will be held on Wednesday 21 March 2018 in the Council Chamber, Parish Hall, South Street at 7:00 pm.

A handwritten signature in black ink, appearing to read 'H. Plant'.

Helen Plant
Clerk to the Council
14 March 2018

AGENDA

55. Apologies

56. Declaration of Substitute Members

57. Declarations of Interest

Members are reminded to make any declarations of personal and/or prejudicial interest that they may have in relation to items on this agenda.

Notice should be given at this part of the meeting of any intended declaration. The nature of the interest should then be declared later at the commencement of the item or when the interest becomes apparent.

58. Public Forum/Questions

Members of the public are reminded that only questions and statements relating to items on this agenda will be allowed. In accordance with Standing Order 1e, Members of the public will also be given the opportunity to express opinions at each main agenda item and at the end of the meeting to identify any issues to be added to future agendas. However, during discussions of sensitive or confidential matters, the public will still be excluded.

Questions relating to any other items that are not on this agenda should be referred to the Chair of the Council or Clerk as appropriate and outside this meeting.

Once this meeting has concluded, a number of Councillors will remain to answer any questions that local residents may have on other Parish related issues.

59. Minutes of the Previous Meeting held on 24 January 2018 (attached)

Recommendation – That the Minutes of the previous meeting be approved.

60. Accounts for payment (reports attached)

60.1 January's Expenditure

- i. January's Current A/C expenditure in the sum of £29,182.32 (Page 971)
- ii. January's Clerks Payment A/C expenditure in the sum of £11,566.59 (Page 413)

60.2 February's Expenditure

- i. February's Current A/C expenditure in the sum of £27,127.09 (Page 974)
- ii. February's Clerks Payment A/C expenditure in the sum of £12,415.34 (Page 415)

61. Cash Balances & Investments

61.1 Approval of Cash Balances & Investments in the sum of £233,159.14 as at the 28 February 2018

61.2 Investment Options

Details of investment interest rate investigations will be reported at the meeting.

62. Detailed Income & Expenditure by Budget Heading (report attached)

63. Clerk's Report

63.1 Review of Council Policies and Procedures (documents attached)

A review is currently being carried out on some of the Council's Policies and Procedures as a matter of course, to be brought in line with current legislation or have been newly created.

The following Policies have been updated and are attached for members' information and comments if considered necessary: -

- i. Bullying and Harassment Policy (resubmitted – see below)
- ii. Safeguarding Children and Adults at Risk Policy (resubmitted – see below)
- iii. Recruitment Policy

Pursuant to 51.1(c)/Jan/18, further investigations have been made in respect of i. and ii. above:-

- Bullying and Harassment Policy – reference has now been made to psychological abuse. This policy is aimed at employees only. However, it can be confirmed that if a councillor was being bullied by an employee, the matter should be brought to the attention of the Clerk or Chair of the Council for the matter to be considered by the HR Sub-committee or direct to the Council.
- Safeguarding Children and Vulnerable Adults Policy - definitions of services and the term 'vulnerable adults' have been clarified in the policy. In respect of hirers being requested to provide details of their own safeguarding policies and DBS checks, this is considered unnecessary, unfeasible and is likely to put off hirers. However, an appropriate point within the terms and conditions of hall hire will be added to address this concern.

Recommendation – That the Policies and Procedures, as submitted, be approved.

63.2 Heritage Corner

A suggestion from Lancing & Sompting Pastfinders has been received for the next heritage corner display – the story of the old Trevett Sweet Shop, located on south Street on the corner of Alma Street and was much loved by local people. The display consists of photographs and a write-up of the story.

Recommendation – That the Trevett Sweet Shop story be approved for the next Heritage Corner display.

63.3 Council buildings Gas and Electricity Usage and Tariffs (*report to follow*)

Pursuant to Committee Minute 49.2/Jan/18, a report outlining the gas and electricity usage and current tariffs for all of the Parish Council's buildings will be submitted before the meeting for Members' views.

Please note that all Parish Council Meetings are open to members of the public and copies of agendas will be posted on the Council's website, noticeboard and available at each meeting or by request in advance by telephoning 01903 753355.